



Shelter Monitoring Committee

POLICY SUBCOMMITTEE MEETING MINUTES [DRAFT] SHELTER MONITORING COMMITTEE

NOVEMBER 9, 2022, 3:00 PM – 4:15 PM (VIA WEBEX)

Present:

Subcommittee Chair Cris Plunket

Subcommittee Member Kaleese Street

Subcommittee Member Belinda Dobbs (3:18)

Subcommittee Member Tomiko Eya

Subcommittee Member Lisa Rachowicz

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

5 min

Meeting began at 3:04 PM with a quorum.

I. MINUTES

ACTION

A. October 2022 Minutes

Subcommittee Chair Plunkett

3 min

The Subcommittee reviewed the draft of last month’s Minutes.

Explanatory document- Draft Minutes

Public Comment: None

Proposed Action: *Approve Draft Minutes*

M/S/C: *Eya/Rachowicz/unanimous - draft Minutes approved*

II. OLD BUSINESS

DISCUSSION/ACTION

A. NAVIGATION CENTERS – NEXT STEPS

Subcommittee Chair Plunkett *15 min*

Draft inspection forms will be shared. The Committee is invited to attend the HSH Navigation Center manager meeting (12/7/22, 2:00pm). The Committee Chair and staff will collaborate on a presentation. It makes sense as a “Phase 1” to begin taking complaints in January.

Member comments: Member Rachowicz says the Baldwin Hotel is becoming a Nav Center.

Public comment: None

A. COMPANION ANIMALS

Chair Plunkett *10 min*

Members reviewed the HSH policy. Guests should be getting this information at intake. There may be value in encouraging shelters to post rules regarding animals in shelters. It would probably be fair to look for signage during inspections or ask whether guests are apprised of rules (i.e., amend SMC forms). A related option would be to adjust SOC #8 to explicitly cover service animals and other animals. Clarity for all involved is desirable, given that disputes involving animals arise fairly often.

Member comments: Lisa Rachowicz cautioned against an attempt to change policy. Surveys (e.g., at town hall meetings) would work. Belinda Dobbs likes the idea of signage being posted and believes the Committee should be proactive, as long as we stick to existing rules. Tomiko suggested staff draft language for inspection forms that can be voted on in full Committee.

Public Comment: None

Proposed Action: *Approve motion to put revised forms language to full Committee*

M/S/C: *Plunkett/Dobbs/unanimous – staff will draft language for consideration*

III. NEW BUSINESS

DISCUSSION/ACTION

- A. STAFF TRAINING INSPECTION FORM QUESTIONS** **Members** *10 min*
HSH reports that shelters are required to maintain training records. SMC can ask to view these, e.g., during inspections. (We are already asking shelter staff if they have had de-escalation and cultural competency training.)
Public Comment: None
- B. BEHAVIORAL HEALTH SERVICES** **Subcommittee Chair Plunkett** *5 min*
Member Eya has lined up a presentation for the SMC's 11/16/22 meeting.
Public Comment: None

IV. AGENDA SETTING FOR FUTURE MEETINGS

DISCUSSION

MEMBERS

5 min

Navigation Center planning; review animal policies and posting practices; behavioral health care at shelters.

V. PUBLIC COMMENT

3 min

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Public comment: None

VI. ADJOURNMENT

Proposed Action: Approve adjournment

M/S/C: Eya/Rachowicz/unanimous - Meeting adjourned at 4:11 PM

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Action Item	Assigned To
Draft revised language for inspection forms.	Staff